

Tri-City Citizens Union for Progress
Tri- City People's Center
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Personnel Policies

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Personnel Policies Objectives

The purpose of these Personnel Policies is to contribute to the success and continuation of the Citizens Union for Progress by furthering an atmosphere of confidence, cooperation and respect among employees. This will be pursued by:

1. Giving employment and promotional consideration to the most qualified individuals as determined by ability, experience, character and performance without regard to race, color, national origin, religion, sex or age.
2. Maintaining an organizational plan in which each employee knows the content of his/her job, the extent of his/her responsibility and authority; and employees are sufficiently skilled at all levels to insure the survival and growth of the organization.
3. Promoting career development which provides an opportunity for employees to develop their fullest potential and receive maximum possible economic welfare and security according to their performance.
4. Creating a climate in which the needs of the individual employee are respected and each employee has the right of expression on matters that concern his/her own or the Citizens Union welfare.

I. Organization

A. Table of Organization, Job Descriptions and Personnel Records

1. A table of organization and job descriptions for each position are maintained.
2. The scope of each position is defined as clearly as possible in writing, specifying the particular skills and interests desired and the degree of responsibility involved. When a major change in job content occurs, the description will be re-written.
3. When feasible, job descriptions will be prepared on the basis of task analyses done by employees themselves.

B. The organization will maintain a personal file on each employee. This file must be kept accurate and up to date and will consist of:

1. Employment application and related papers (references, etc.)
2. Attendance records
3. Performance evaluation and appraisals (where applicable)
4. Salary history and job progression within Tri-City
5. Academic records (employees are responsible for reporting academic achievement to the Personnel Department so that this record is kept current).

B - Organization (con't)

6. A written copy of all personnel action, i.e. disciplinary action, letters of commendations, changes in duties or responsibility.

II. Employment

General Policy - A spirit of cooperation must be maintained in the recruitment, selection, orientation and direction of staff. It is the responsibility of the Board of Directors and Center Policy Committee to clarify policy concerning the direction and priorities of the organization so that staff will be selected on the basis of what they can contribute to that direction. High value should be placed on use of consultation with members of the Citizens Union family to recruit and select new staff.

A. Selection Procedure

1. Board of Directors and Center Policy Committee shall jointly interview and hire Executive Director, and shall approve recommendations for those staff members who report directly to the Executive Director.
2. All Center staff shall be jointly interviewed by the Policy Committee, Center Director and immediate supervisor. The Executive Director will have final authority to hire.

B. Indoctrination and Orientation of New Employees

Orientation of new staff will be initiated by the Executive or a designated representative.

The immediate supervisor must prepare a program of orientation for the two (2) months of the probationary period which must include:

1. Review of the history and objectives of the organization in relation to that employee's job assignment.
2. Use of co-workers to assist in orientation of new staff members in philosophy and tasks of the organization.
3. A weekly individual conference.
4. Inclusion of new staff members in staff planning sessions.
5. Introduction of new members to parents and other staff members.

C. Probationary Period

1. Employment for all new employees is probationary for the first 60 days. In cases where extended recess or loss of time on the job occurs during this period more than 10 working days, an equal number of days shall be added to the time of probation. Employee performance will be reviewed regularly during the probationary period by the immediate supervisor. No employee is eligible for non-statutory benefits or employee privileges

C. Probationary Period (con't)

with the exception of holiday pay during this probationary period.

An employee may be dismissed any time during this period without recourse. Such action is subject to the approval of the Executive Director.

2. During the probationary period, co-workers of the probationary employee can recommend dismissal if:
 - a. The attitude of the probationary employee is detrimental to the working atmosphere of the program.
 - b. Demonstrate an inability to view the larger objective of the organization above his/her individual immediate tasks.
 - c. The time required to train the new employee will require a co-worker to neglect his/her own assignments for an extended period of time.
 - d. The employee is unwilling to function as part of the working team in his/her department.

III. Conditions of Employment

A. Office Hours - All full time staff will work a 40 hour week.

1. Five (5) day work week, eight (8) hours per day, one (1) hour for lunch, unless otherwise specified.
2. Each employee's hours shall be determined by the immediate supervisor.
3. Severe weather conditions or other emergencies may necessitate a decision to excuse employees earlier than their regular quitting time, at the discretion of the Executive Director.
4. A bi-weekly time sheet will be maintained by each employee showing daily attendance and hours worked for the period. This report will be submitted promptly at the conclusion of the period to the immediate supervisor for his/her approval and signature.
5. Specific hours and regulations for the Summer Four Day Work Week will be prepared by the Executive Director and approved by the Board

B. Notice of Absence

It is the responsibility of the employee to give as much advanced notice as possible of an impending absence to the immediate supervisor. In the case of an emergency or unexpected absence, the immediate supervisor should be notified at least one (1) hour prior to the reporting time of the employee.

C. Pay Day

Employees will be paid on a bi-weekly basis. Salary payment will be made on the following Thursday ending a 10 day period which will end on the preceding Friday, providing the Thursday does not fall on a holiday. In which case, payment will be made on the preceding weekday.

D. Compensatory Time

Employees will receive compensatory time for those hours worked beyond their 40 hour work week provided the time has been previously approved by the supervisor. Supervisory staff are eligible for compensatory time when authorized time exceeds 45 hours per week.

E. Holidays

Holidays for all employees are approved annually and notice will be distributed to all departments in advance of individual holidays and holiday periods.

1. Legal holidays observed are:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
President's Day	Columbus Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day and Friday
Christmas Day	

2. Special Holiday Provisions

- Individual holidays are considered part of the work week when computing wages to paid to all regular employees.
- Holidays falling on Sunday shall be celebrated on the Monday immediately following. Holidays falling on Saturday shall be celebrated on the Friday immediately preceding.
- All employees who are required to work on a holiday will be entitled to compensatory time off in lieu of pay.
- When a holiday falls on a workday during the employees vacation, the employee is entitled to holiday pay for that day.
- On termination, regular employees shall be paid for holidays within their regularly scheduled work week providing they work the day before the holiday or unless an absence is excused by use of a vacation day or valid medical reason documented within 48 hours.

F. Vacation Days

First six months of employment, vacation days are accrued as follows:

3 months employment	2 days
4 months employment	2 days
5 months employment	3 days
	5 days

F. Vacation Days (con't)

Employees of over six (6) months earn vacation days as follows:

	2 weeks vacation 6 mos - 3 yrs empl.	3 weeks vacation over 3 yrs empl.	Personal Days after probation
January 1	3	4	2
April 1	3	4	2
July 1	3	4	2
October 1	<u>1</u>	<u>3</u>	<u>2</u>
	10 days	15 days	8 days

Employees can receive vacation pay the work day prior to the beginning of vacation provided the time has been approved and notice is given to the bookkeeper.

F. CONTINUED ON PAGE 9

G. Paid Time Off

1. Personal Leave Days

Each employee, after initial probation, is entitled to eight (8) paid personal days. These days are not cumulative and are made available to employees to be used for illness or other personal matters. As much advance notice as possible should be given to the immediate supervisor when an employee must be absent.

2. Marriage

All employees who have successfully passed their probationary period are eligible for 3 working days leave with pay.

Request for marriage leave must be made at least 2 days in advance.

3. Bereavement

Upon the death of an immediate member of an employee's family, three working days leave with pay are granted.

"Immediate family" includes spouse, mother, father, legal guardian, sister, brother, son, daughter, grandparents, mother or father-in-law of the employee.

4. Jury Duty and Court Ordered Appearance

It is the responsibility of every citizen to serve on a jury if summoned to do so. When an employee is summoned for jury duty, he/she will be allowed the necessary days without loss of pay.

For purposes of this policy, employees who are legally ordered to appear in court as witnesses will receive time off with pay.

It will be the responsibility of any employee who has been summoned to jury duty to provide the immediate supervisor with official notification of same. An employee who is legally ordered to appear in court as a witness must provide the immediate supervisor with valid proof of same (summons).

Leave of Absence - Without Pay

1. Unpaid Personal Leave - an employee may request 20 working days leave without pay upon request to the Executive Director. The approval will be based on circumstances presented by the employee and consideration of the needs of the organization.

Leave for longer periods of time for the purpose of study or job training will be considered providing there is an indication that the employee intends to return to the organization.

2. Maternity

An employee may work up to the end of her pregnancy provided she is physically able to carry out the demands of the job, and is not in physical danger. A doctor's statement to that effect must be provided by the sixth month of pregnancy.

Her position will be held for six (6) months from the beginning of her leave and replacement will be advised of their temporary status.

If the maternity leave is longer than six months, an employee will be considered for rehiring provided there is a vacancy. An employee on maternity leave up to twelve months will retain her previous status concerning benefits, etc. provided she had been employed by the organization for at least one year prior to the leave.

I. Re-employment

1. When an employee is re-employed by the Citizens Union within six months, he/she will be reinstated without loss of benefits. Paid time for personal days and sick days after his return will be computed as a continuance of those he/she accumulated or used before termination.

The above conditions will also apply to an employee returning within 6 months to a new position. However, said employee may be required to serve a probationary period geared only towards job performance. The length of the probationary period can be determined by the immediate supervisor and Executive Director.

2. In re-employing veterans, Tri-City follows the provisions of the Selective Service Act and its amendments.

To be entitled to re-employment, the veterans:

- a. Must have been employed in a position other than temporary prior to his/her induction.
- b. Must have left his/her job to enter military services.
- c. Must apply for re-employment within 90 days of discharge from services or from continuous hospitalization.
- d. Must be able to perform the duties of his/her former position or an equivalent position if he/she cannot perform the duties of his original position due to service connected disabilities. Upon re-employment, the veteran is entitled to reinstatement in all benefit plan, group insurance, and other security- plus credit for employment prior to military services.

1. Surgical and medical insurance- A comprehensive Hospital - Surgical plan will be provided for all full time permanent employee and their dependents unless covered under another comparable insurance plan.
2. Unemployment compensation and temporary disability insurance
3. Group Life Insurance
4. Statutory Benefits (i.e. Workers' Compensation and Social Security)

IV.

IV. Termination of Employment

A. Resignation

Employees should give as much notice of resignation as possible so that time is allowed to find a replacement. Office staff should give a minimum of 10 working days notice. Program and supervisory staff should give a minimum of 20 working days notice.

B. Release or Lay-off

The organization should give at least 10 days notice of lay-off, when feasible.

C. Dismissal

1. Basis for Dismissal

When employee display an inability to work on a sustained basis with children or have difficulty working on a team basis with others, they will be encouraged to resign and find other types of employment.

Working in a community development program requires some personality traits and temperament which are difficult to define on paper. This is why emphasis is placed on staff development and supervisor intervention.

However, dismissal action can be based on attitude or performance as documented by the supervisor and Executive Director. Documentation will be based on the experiences of children, staff and parents as well as on an evaluation of objectives set and not met.

II. Procedure

- a. Probationary notice 30 - 60 days by the immediate supervisor; specify problem areas; specify plan for improvement.
- b. Recommend to dismiss to Executive Director.

V. Grievance Procedure

- IV. The purpose of a Grievance Procedure is to make sure that every employee has the right of appeal to the highest decision making level of the organization.

V. Grievance Procedure (cont'd)

Every attempt must be made to live up to the spirit of fair hearing and due process.

1. The aggrieved employees must present his/her complaint in writing to the immediate supervisor. The supervisor must respond in writing within 24 hours of receipt of the complaint. If the response is satisfactory to the employee, the matter is CLOSED.
2. If the employee is not satisfied, he/she can forward the complaint and response to the Center Director, Director of Economic Development or other appropriate Administrative Supervisor.
3. Within 24 hours of receipt of the written complaint, the administrative supervisor must call a conference with the aggrieved employee, the responding supervisor and any other staff person deemed by any of the parties to be necessary for the discussion.
4. If the problem is resolved in the meeting, the administrative supervisor will give the employee a written summary of the agreement within 24 hours of the conference.
5. If the employee is satisfied, he/she will respond to the summary within 24 hours of its receipt. The paper will be placed in the employee file.
6. If the employee is NOT satisfied, he/she can forward the grievance and response to the Executive Director.
7. Within 24 hours of receipt of the written grievance, the Executive Director must call a conference with the aggrieved employee and the other staff related to the problem.
8. The Executive Director must give the employee a written summary of the agreement or a decision within 24 hours of the conference.
9. If the employee is not satisfied with the Executive Director's decision he/she may request in writing that the President of the Board of Directors convene a Grievance Hearing Committee.
10. The Board president must respond within 48 hours of receipt of the request notifying the employee of the date of his/her first appearance before the Grievance Hearing Committee.

Grievance Hearing Committee

The president of the Board shall appoint a committee of three (3) persons: one (1) Board member and two (2) parent members of the Parent Policy Committee.

The Grievance Hearing Committee must hear the complainant within five (5) days of the president's receipt of the employee's request. If this is not possible the chairperson may request up to three (3) days extension to the aggrieved employee. If the employee does not agree to the extension the Grievance Hearing Committee must meet within the five (5) day time limit.

Grievance Hearing Committee (cont J)

The Executive Director must make all relevant organizational information and documents available to the Grievance Hearing Committee unless the information may violate the personal rights of an uninvolved employee. The final decision must be sent in writing to the complainant no later than ten (10) days after the receipt by the Board president of the request for the hearing. The complainant must respond in writing within 48 hours to the chairperson of the Grievance Hearing Committee.

If the matter has been resolved, notification will be sent to the Board of Directors and documents properly filed. If the employee is not satisfied, the Board president shall forward the files to the corporation attorney for further action.

F. (CONTINUED FROM PAGE 5)

PART TIME STAFF:

People working less than 30 hours/week are entitled to three (3) personal leave days at their regular rate of pay.

People working less than 30 hours/week are entitled to the same number of vacation days as full time staff at their part-time rate of pay.

Part-time staff receive all paid holidays. However, they will be expected to work their regular amount of hours in a holiday week unless otherwise indicated by the Executive Director.

TEMPORARY STAFF:

Temporary staff, part or full time, have no benefits unless stipulated otherwise by the Executive Director.